



## CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution approving Parks and Recreation Memorial Tree and Park Bench Policy

MEETING DATE: August 20, 2003

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That City Council adopt a resolution approving the Parks and Recreation Memorial Tree and Park Bench Policy.

BACKGROUND INFORMATION: As her senior project, Lodi High School student Shelley Flynn, approached the Parks and Recreation Department regarding establishing a policy and procedure whereby a person or event could be memorialized in a City park by means of a park bench or tree.

The policy was presented by Ms. Flynn to the Parks and Recreation Commission at the May 6, 2003, meeting where the Parks and Recreation Commission requested that the policy be put on the June 3, 2003, agenda as an action item. At the June 3, 2003, Parks and Recreation Commission meeting the policy was approved unanimously with some minor changes.

A handwritten signature in black ink, appearing to read "Tony Goehring".

Tony Goehring  
Parks and Recreation Director

Prepared by Terri Lovell, Administrative Secretary

TG:tl

cc: City Attorney  
Steve Dutra, Park Superintendent

APPROVED: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "H. Dixon Flynn".  
H. Dixon Flynn -- City Manager

08/12/03

RESOLUTION NO. 2003-\_\_\_\_\_

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE PARKS AND RECREATION  
MEMORIAL TREE AND PARK BENCH POLICY

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby adopt the Parks and Recreation Memorial Tree and Park Bench Policy as shown on Exhibit A attached hereto and made a part of this Resolution.

Dated: August 20, 2003

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I hereby certify that Resolution No. 2003-\_\_\_\_\_ was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 20, 2003, by the following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS –

ABSENT: COUNCIL MEMBERS –

ABSTAIN: COUNCIL MEMBERS –

SUSAN J. BLACKSTON  
City Clerk

2003-\_\_\_\_\_

Lodi Parks and Recreation Department  
Memorial Tree & Park Bench Policy

It is the policy of the City of Lodi to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion.

I. OBJECTIVE

To establish a uniform policy and procedure for the acceptance of donations for park amenities and the naming thereof.

II. POLICY

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting of trees and for purchasing and installing park benches approved by the City.
- B. Memorials shall be self supporting; all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary. However, the City shall water and maintain donated trees.
- C. The tree must be chosen from a list provided by the Parks Superintendent. The City must approve the final choice of tree.
- D. Memorial tree(s) and bench(es) are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- E. Memorial tree(s) and bench(es) are permitted only at sites approved by the City.
- F. Memorial donations may be accompanied by a memorial plaque customized to City specifications. The plaque may be displayed at a site approved by the City.

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, and plaque language and size approved by the City.

The City will have available a list of recommended park benches and trees for memorial use including their descriptions. At the request of staff, City Council, or the Parks and Recreation Commission the list of recommended benches and trees for memorial use will be reviewed and amended as deemed necessary.

- G. A ceremony of gathering at the time of a tree planting is permitted but must be arranged in advance with City staff.
- H. The City does not guarantee tree survivability.
- I. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name who is being memorialized, tree location, and type of tree, etc.

III. PROCEDURE

- A. Any person or group wishing to make donations of or for park amenity must submit a proposal in writing to the Park Superintendent.
- B. The Park Superintendent shall review the proposal and make a determination of appropriateness, need, and feasibility of request.
- C. The Park Superintendent and Parks and Recreation Director shall forward a recommendation on those proposals which fall under item F of the Policy to the Parks and Recreation Commission. The Parks and Recreation Commission shall review the proposal and forward a recommendation to the City Council.